General Position Information

Job Title: Data Management Officer

Position Number: EC088

Position Grade: GS-14

Salary Range: $106,823 - $164,102 (not applicable for detailees)

Vacancy Open Period: 04/28/2022 – 05/13/2022

Position Type: Cadre, Detailee

Who May Apply: Internal ODNI Candidates, Detailees

Division: DNI/PC/DEISD

Duty Location: Bethesda, MD

Security Clearance: TS/SCI with CI Polygraph

Travel Required: 0-25% Travel

Relocation Expenses: For new ODNI employees, reimbursement for relocation is discretionary based on availability of funds.

Job Interview Travel: Candidates from outside the Washington, D.C., area may be selected for a telephone, teleconference, or in-person interview. If selected for an in-person interview, any travel or lodging will be at the applicant's personal expense.

Position Information

This is an opportunity for:

- An internal candidate to fill a GS-14 cadre position.

- A Federal Government employee to serve on a two-year reimbursable detail assignment in the ODNI. The detail assignment may be extended an additional year if all parties agree.

Who May Apply

Current GS employees at the same grade or one grade lower than the advertised position grade may apply.

For a cadre assignment:

- o Current ODNI permanent cadre.

For a detailee assignment:

- o Current Federal Government employee at the same grade or one grade lower than the advertised grade may apply.

Salary Determination

- The ODNI uses a rank-in-person system in which rank is attached to the individual. A selected ODNI candidate will be assigned to the position at the employee's current GS grade and salary.

- A current Federal Government employee, selected for a detail assignment, will be assigned to the position at his or her current grade and salary.

Component Mission

The Policy and Capabilities (P&C) Directorate is responsible for ensuring the IC is best postured to meet the future challenges and threats confronting our nation.

The Domestic Engagement, Information Sharing, and Data (DEISD) Office is responsible for leading the IC in managing information and data to ensure that it gets to the right people at the right time in the right format, while building, enabling, and maintaining domestic partnerships to mutually share information, people, processes, technologies, innovations, and ideas to inform decision making at all levels, while advancing the IC mission and strengthening national security. DEISD partners include IC elements, DoD, Federal, State, Local and Tribal organizations and a broad range of private sector partners including industry, NGOs, and academia. The key to the success of the Intelligence Community is our ability to optimally leverage and make relevant information and data readily available to our domestic partners, whether they be members of the IC, other federal departments and agencies, or federal, state, local, or private sector partners.

DEISD is seeking a self-motivated individual who will be responsible for analyzing information and data. DEISD is seeking an individual who is collaborative, and analytical to serve as a Data Management Officer in support of the IC Chief Data Officer's (CDO) and IC Enterprise activities that drive the analysis, development, and implementation of data management best practices.

Major Duties and Responsibilities (MDRs)

The selected candidate's primary portfolio will be to oversee, the development and implementation of the ODNI's new IC Information Environment Data Strategy. The Strategy, which was jointly developed by CDOs from across the Intelligence Community, communicates the IC vision of achieving intelligence integration and creating decision advantage through the power of information and data. In this capacity, the selected candidate will:

Partner with Community CDOs to identify, promote, and support implementation of viable data protection and data interoperability solutions in support of making data an IC asset.

Provide oversight and leadership to the Chief Data Officer Council working groups and provide expertise to help shape and facilitate the creation or maturation of a common data lexicon, data impact assessment questionnaire, metadata standards, core entity tags, and foundational services to support AI/ML.

Lead, oversee, and orchestrate inter-agency and cross-directorate collaboration on the development of information sharing policies, guidelines, and procedures and evaluate and assess these efforts to ensure that they are successful.

Partner with other IC technology innovation programs to find ways to apply automation through artificial intelligence, machine learning and other emerging technologies to find innovative ways to share and safeguard data.

Provide oversight and leadership in the planning, development, and implementation of programs, policies, and procedures focused on expanding IC awareness and understanding of methods and approaches for promoting sharing and safeguarding of information and data across the Government while protecting Intelligence and Law.

Provide leadership, oversight, and guidance in the preparation of briefings, reports, and presentations for ODNI leadership, senior policymakers, IC members and other intelligence consumers in a manner that meets their specified requirements.

Continually expand personal expertise with regard to the development and implementation of information sharing and safeguarding tools, technology, plans, and policies to facilitate the cooperation and effective coordination of the Office of the Director National Intelligence (ODNI), the IC, and other U.S. Government agencies.

In addition to leading the IC IE Data Strategy Implementation, the selected candidate will also contribute to or otherwise inform several other DEISD initiatives for promoting information sharing and safeguarding and data interoperability across the IC; including promoting the use of IC Data Services to improve data interoperability, and fostering the development and adoption of common data lifecycle management practices and standards across the IC.

Mandatory and Educational Requirements

Demonstrated ability to logically analyze, synthesize, and judge information, as well as the ability to review and incorporate multiple sources of information in performing assignments.

Demonstrated ability to identify and address emerging information sharing and/or data acumen trends and issues, as well as the ability to assess the influence of these trends and issues on the effectiveness of U.S. Government programs.

Demonstrated ability to communicate clearly, orally and in written reports and documents, policies, plans, and programs related to improving information sharing across the U.S. Government.

Demonstrated ability in engagement, collaboration, and developing effective professional and interpersonal relationships with peers and colleagues in ODNI, the IC, and U.S. Government, and with private sector partners, and to earn their confidence and trust.

Extensive interpersonal, organizational, and problem-solving skills, including a superior ability to work effectively within an interagency environment on complex issues requiring sensitive negotiations and consensus-building.

Demonstrated ability to objectively evaluate U.S. Government and interagency information sharing and data acumen policies and plans, taking into account a diverse and complex range of considerations in performing the evaluations.

Demonstrated ability to balance responsibilities among assigned activities; including the ability to manage transitions effectively from task to task, and proven adaptability to varying customer needs.

Desired Requirements

Five years of experience in program management, strategic planning, managing, and directing the successful efforts of a government or private organization.

A background in data best practices, data management, data cataloging and curation, mission applications for data use, data policy, metadata standards and development; data architecture, mission data needs and priorities, policy development, and policy interpretation would be beneficial but not required.

Key Requirements and How to Apply

Internal ODNI Candidates:

A complete application package must include:

a. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

b. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

c. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.

d. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Internal ODNI Cadre Candidates <u>must</u> submit an application through the classified* JobsDNI *website*. For current employees who do not currently have access to internal systems, applications should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system). Applicants experiencing technical issues may submit their application via email to either email system.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

CURRENT FEDERAL EMPLOYEES APPLYING FOR A DETAIL ASSIGNMENT:

Applicants from federal agencies within the Intelligence Community (IC) may be considered for this position as a reimbursable detailee, if endorsed by the employing agency. Applicants must have current TS/SCI clearances with polygraph or have the ability to obtain one. The ODNI does not conduct polygraphs or provide security clearances for detailees.

Applicants from federal agencies outside the IC must provide:

a. **WRITTEN ENDORSEMENT** from the employing agency concurring with the detail.

b. **RESUME:** Applicants are encouraged to carefully review the vacancy announcement, particularly the MDRs, and construct their resume to highlight their most significant experience and qualifications relevant to this job opportunity.

c. **PERFORMANCE EVALUATIONS:** Applicants are required to provide their two most recent performance evaluations. A justification is required in the cover letter if the applicant is unable to provide the two most recent evaluations.

d. **POSITION NUMBER:** Reference the position number in the subject line of the email and on each document submitted.

e. **CURRENT SF-50:** Federal Government employees must provide an SF-50, "Notification of Personnel Action" to verify current federal status, position, title, grade, and organization of record. Please disregard if you are not a Federal Government employee.

f. **COVER LETTER:** Applicants must submit a cover letter as a supplement to the resume to elaborate on their qualifications and previous work performed.

WHERE TO SUBMIT: *Applicants from within the IC <u>must</u> submit an application through the classified IC Joint Duty Program website.* Applicants from federal agencies outside the IC should be sent to either DNI-COO-HRM-Vacancies-Mailbox@cia.ic.gov (classified email system) or HRM-HR-OPS-VACANCY-TEAM@dni.gov (unclassified email system).

All attachments should be in Microsoft Word or Adobe PDF format.

Applications submitted through the classified email system should NOT contain classified information above the TS//SI/TK//NOFORN level.

All Applicants:

APPLICATION PACKAGES MUST CONTAIN ALL ITEMS LISTED ABOVE. AN INCOMPLETE APPLICATION PACKAGE WILL BE INELIGIBLE FOR CONSIDERATION.

Your application MUST be received by midnight on the closing date of this announcement. Applications received after the closing date will NOT be eligible for consideration.

To verify receipt of your application package ONLY, you may call 703-275-3888

What to Expect Next

The most highly qualified candidates will be referred to the hiring manager for further consideration and possible interview. We expect to make a selection within 30 days of the closing date of this announcement. Due to the large number of applications received, applicants will be contacted ONLY if they have been selected for an interview.

Agency Contact Information

ODNI Recruitment; Phone: 703-275-3888; Email: HRM-HR-OPS-VACANCY-TEAM@dni.gov.

Other Information

The ODNI is an equal opportunity employer and abides by applicable employment laws and regulations.

COVID-19 Vaccination Requirement: To ensure compliance with an applicable nationwide preliminary injunction, which may be supplemented, modified, or vacated, depending on the course of ongoing litigation, the federal government will

take no action to implement or enforce the COVID-19 vaccination requirement pursuant to Executive Order 14043 on Requiring Coronavirus Disease 2019 Vaccination for federal employees. Therefore, to the extent a federal job announcement includes the requirement that applicants must be fully vaccinated against COVID-19 pursuant to Executive Order 14043, that requirement does not currently apply.

Federal agencies may request information regarding the vaccination status of selected applicants for the purposes of implementing other workplace safety protocols, such as protocols related to masking, physical distancing, testing, travel, and quarantine.

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES: The ODNI provides reasonable accommodations to otherwise qualified applicants with disabilities. IF YOU NEED A REASONABLE ACCOMMODATION for any part of the application and hiring process, please notify the Reasonable Accommodation Office Representative by classified email at DNI_Reasonable_Accommodation_WMA@cia.ic.gov by unclassified email at DNI_DRA@dni.gov, by telephone at 703-275-3900 or by FAX at 703-275-1217 . Your request for reasonable accommodation will be addressed on a case-by-case basis.

THIS EMAIL IS FOR REASONABLE ACCOMMODATION REQUESTS ONLY. <u>PLEASE SUBMIT YOUR APPLICATION VIA THE EMAIL ADDRESS PROVIDED IN THE 'HOW TO APPLY' SECTION ABOVE.</u>